



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
INDUSTRIAL RELATIONS COUNSEL II



**OI20 5977 8IR26-02
OPEN STATEWIDE**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of October 14, 2008, the final filing date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov .
CROSS-FILING INFORMATION	Examination for the classifications of Industrial Relations Counsel I, Industrial Relations Counsel III (Specialist), and Industrial Relations Counsel III (Supervisor) will be held at the same time. If you meet the entrance requirements and wish to apply for these examinations, you should file only one Application Form 678 . Put the title of each examination you wish to take in Section 1 of the application.
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than October 14, 2008, the final filing date . Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$6,347- \$7,828 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in November/December 2008 .

(Continued on reverse side)

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by October 14, 2008, the final filing date.</p> <p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same level of qualifying experience as required in "Pattern I".</p>
MINIMUM QUALIFICATIONS	<p>All applicants must have membership in The State Bar of California. (Candidates must have active membership in The State Bar before they will be eligible for appointment.)</p> <p style="text-align: center;">And</p> <p style="text-align: center;">Either I</p> <p>Two years of experience in the California state service performing legal duties with a level of responsibility equivalent to an Industrial Relations Counsel I. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)</p> <p style="text-align: center;">Or II</p> <p>Five years of responsible full-time experience in the practice of law* of which three years includes experience dealing with one or more of the following: fair employment and housing; workers' compensation; wages, terms, and conditions of employment; occupational safety and health; or other areas of labor law, or employee-employer related matters that will have provided a knowledge and understanding of the special problems and laws associated with securing protection of the law to persons in the labor market.</p> <p>*Experience in the "Practice of Law" or "performing Legal Duties" is defined as only that legal experience acquired after admission to The Bar.</p> <p>Note: Applicants must show their date of admittance to The California State Bar, their membership number, and expiration date (the "expiration date" required is the next renewal date of their membership) in Item 13 on their application.</p>
POSITION DESCRIPTION	<p>An incumbent in this class demonstrates the capacity to benefit from increased independence and responsibility and demonstrated the ability to perform the more difficult legal work in the Department. An Industrial Relations Counsel II is assigned the more difficult and sensitive work of the employing division, commission, or board; and may serve in a lead capacity over lower level staff.</p>
QUALIFICATIONS APPRAISAL PANEL INTERVIEW WEIGHTED – 100%	<p>The interview will include a number of pre-determined questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Legal principles and practice with particular reference to industrial relations law; 2. Legal research methods, court procedures, and rules of evidence and procedure; 3. Administrative law and the conduct of proceedings before administrative bodies;

	<ol style="list-style-type: none"> 4. Legal terms and forms in common use; 5. Statutory and case law administered or enforced by and the purpose, organization and procedures of the Department of Industrial Relations; 6. Obligations of public officials and administrative boards and agencies. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Analyze legal principles and precedents and to apply them to complex legal and administrative problems; 2. Perform and direct legal research; 3. Present statements of fact, law, and argument clearly and logically in written and oral form; 4. Interpret, analyze, and draft opinion, pleadings, rulings, regulations, and legislation; 5. Negotiate effectively; 6. Recognize the special legal problems of employee-employer relations and protective labor laws; 7. Independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; 8. Organize the work of clerical staff, professional assistants, and lower level attorneys.
VETERANS PREFERENCE	Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three days prior to the written test date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: The Scope of the interview is stated in the sections under Knowledge and Abilities in the Bulletin.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929